

DIVISION OF PARKS AND RECREATION  
RECREATION SERVICES



**CITY OF SAINT PAUL**  
Mayor Christopher B. Coleman

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## **2008 – 2009 Before and After School S'more Fun Program Parent Handbook**

### **Program Description**

S'more Fun is a child care/recreation program for school-aged children, in grades K-6<sup>th</sup>. This program is held at selected recreation centers throughout the City of Saint Paul. S'more Fun offers recreational, cultural, social and enrichment programs. Activities include sports, games, arts and crafts, plus S'more!

### **Enrollment Policies**

The parents are encouraged to have a conference with the Recreation Center Director or Program Coordinator at the program site, prior to a child's entrance into program. The conference will provide the opportunity for:

1. An on-site visit to view the facilities.
2. Determination if the program is appropriate for your child.
3. Completion of the registration forms.
4. Discussion of fee payment policies and signing of the fee contract.
5. Referral to sources for financial assistance, if needed.

### **Financial Assistance**

Financial assistance is available to **qualifying families** through the following program: Child Care Sliding Program: Call Resources for Child Caring, Monday – Friday, 9:00am – 2:00pm, at (651) 641-6665.

### **Hours of Operation and Cost**

Before School: 6:30am – 9:00am

After School: 3:00pm – 6:00pm

Cost: \$5.00/hour/child

### **Fee Payment Policies**

S'more Fun is a non-profit program, which operates on the fees paid by the parent(s) of enrolled children. Therefore, it is essential that your fees be paid promptly and regularly. Fees are due in advance for service, according to the program fee contract. Failure to pay fees will result in your child's termination from the program. In some cases, it may be possible to arrange an altered fee schedule after consulting with the Recreation Center Director or Program Administrator.

Please make checks payable to:

**Battle Creek Community Recreation Center – S'more Fun**

Any bank service charge for returned checks will be charged to the parent.

Tuition is due every two weeks, on the first day of the week that your child attends the program. For example, if your child attends the program Monday – Friday, your tuition is due on Monday. If your child attends the program Wednesday – Friday, your tuition is due on Wednesday.

If your child is absent from the program, our budget demands that we must still collect a fee for that day. This includes sick and impromptu vacation days.

A fee contract must be filled out stating the hours your child will be committed to attending. If your child is not picked up by the time agreed to, there will be additional fees. You will have to pay for the following hour. For example, if your child is registered to come from 3:00 – 5:00, and you do not pick up your child until 5:30, you will have to pay for the next hour of care (an additional \$5.00).

On the flip side, if your child is registered to come at 6:30am, but you do not bring them in until 7:30 am, you still must pay for the hour that you are registered for. We have staff committed to being here for your child, and they will still need to be paid for their time.

S'more Fun closes at **6:00pm**. If your child has not been picked up by then, a late fee of \$5.00 will be charged for every five minutes past closing time. For example, if your child is picked up at 6:02pm, you will be charged a \$5.00 late fee. A child will not be allowed to return to the program until this fee is paid. **\*This will be enforced\***

### **ADVANCE NOTICE FOR VACATION AND ATTENDANCE CHANGES**

#### **Termination Policies**

**By Parent:** A written notice must be given at least 2 weeks in advance for termination from the program. Full fees will be charged when advance notice is not given.

**By Battle Creek Recreation Center:** Participation in the S'MORE FUN program may be terminated by the staff for the following reasons:

1. Late or nonpayment of fees.
2. Chronic late pick-up by the parents, or other persons given such responsibility.
3. Failure by parents to abide by the policies or procedures outlined in the parent handbook.
4. Determination that the program cannot effectively serve the needs of a child, or cope with the child's behavior pattern.
5. Parents who refuse to work cooperatively with the staff.

### **Policy for Admittance and Release of Children**

#### **Arrival:**

Please walk your child in everyday, **do not send your child in alone**, and make sure you notify a staff person at Battle Creek that your child is there before you leave. Staff is scheduled at 6:30 A.M. **For S'MORE FUN to accept legal responsibility, children must be signed in by a parent or authorized person. Your child must be signed in every morning.** Early arrivals will not be accepted.

If your child is going to be absent or late, please notify the staff.

**Departure:** Be sure the S'MORE FUN staff knows that your child is leaving. For Battle Creek Recreation Center to accept legal responsibility, children must be signed out by a parent or authorized person by 6:00 P.M.

If you are planning to pick up your child at a time other than the usual departure time, please notify the staff.

#### **Persons authorized to pick up your child:**

At the time of enrollment, you must provide the S'MORE FUN staff with the names of people who are authorized to pick up your child (Must be 18 years of age or older). It is your responsibility to notify staff of any changes in the names of people authorized to pick up your child. We will release children to authorized persons only. If necessary, photo identification or other official identification, may be requested by the staff prior to releasing your child.

If someone other than an authorized person is going to pick up your child, please notify the staff in writing. Again, we will only release your child to authorized persons.

**Note: The S'MORE FUN staff must release a child to a non-custodial parent, unless documents are provided to us, preventing the release.**

### **PROCEDURES FOR WHEN A CHILD IS NOT PICKED UP BY CLOSING TIME**

Parents will be charged \$5.00 for every 5 minutes past the closing time of 6:00 P.M. For example, if you pick up your child at 6:10 P.M., the late fee will be \$10.00. A child will not be allowed to return to the program until the fee is paid.

After closing time, your child will never be left alone without the supervision of an adult. If after a reasonable length of time the S'MORE FUN staff has not heard from you, they will begin making calls in order to locate you or an authorized person to come and pick up your child. If the staff is unable to reach you or an authorized person, they will then call the police and/or proper authorities so that your child can be taken care of until you are able to pick him/her up.

### **Days off school**

Battle Creek S'more Fun may provide care on school vacation days, provided enough students show interest in attending. The cost for a full day of care will be \$32 per day per child. **Payments for full day care must be separate from your tuition payment and paid in advanced.**

### **Health, Illness and Emergency Policies**

1. It is the responsibility of the parent to inform the S'MORE FUN staff in writing of any health or medical conditions, relative to the child's participation in the program.
  2. A child should not be brought to the program if there is evidence of any type of illness, infectious or communicable disease. When a communicable disease has been reported, all parents will be notified in writing.
  3. If a child should become ill while at S'MORE FUN, the staff will contact the parents or authorized person and request that the child be picked up as soon as possible. The child will be excluded from activities and placed in a 'quiet area', under supervision, until they can be picked up. It is expected that the parents respond immediately for the protection of their child, and the protection of the other children and staff.
  4. In the event of a medical emergency or accident, a S'MORE FUN staff person will remain with the injured or sick child at all times while others are being reached. Staff will attempt to contact the parents or emergency persons. When necessary, 911 will be called and the child will be taken to the hospital. If the parents cannot be reached, staff will take whatever medical measures are necessary, for the care and protection of the child.
- The S'MORE FUN staff will inform the Recreation center Director and the Division of Parks and Recreation of any emergencies or injuries. Accident reports will be completed and kept on file with the division.
5. Suspected cases of child abuse or neglect will be reported to the proper authorities.

### **POLICY FOR THE EXCLUSION OF ILL CHILDREN**

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the child care setting until 1) a health care provider has determined the symptoms are not associated with an infectious agent, or 2) there is no longer a threat to the health of other children and/or staff in the child care setting.

Consult your local or state health department, or your child's health care provider regarding exclusion guidelines for any infections. Special exclusion guidelines may be recommended in the event of an outbreak of an infectious disease in a child care setting.

### **MEDICATION POLICIES**

If a child is prescribed oral or surface medication, which must be taken at S'MORE FUN, the **St. Paul Division of Parks and Recreation Medication Authorization for Administration Form** must be filled out completely and turned into the S'MORE FUN staff. Written instructions by a physician or dentist must be provided to the staff. The medication must be in the original container, properly labeled with the pharmacy name, address and phone number, the child's name, medication name, strength, date prescribed and expiration date, frequency, dosage, directions for use, possible side effects, and name of physician or other licensed authority. Written authorization is also needed for non-prescription medication (cough syrup, pain relievers, etc.). Staff will hold all medication. Children will not be allowed to have medication in their back packs, pockets, etc.

Forms are available from Battle Creek Recreation Center staff.

### **INCLEMENT WEATHER POLICY**

If severe weather is approaching during S'MORE FUN hours, and time permits, parents will be called to pick up their children. If danger is imminent, children will be brought to a safe area in the building. Staff will remain with the children until all the children have been picked up.

**Snow days:** Please listen to WCCO. If St. Paul Public Schools – Battle Creek Elementary is closed due to poor weather, then Battle Creek S'more Fun is as well.

### **MEALS AND SNACKS**

Breakfast: S'more Fun will provide a cereal breakfast for the children. Breakfast is served at 8:30am, so your child must arrive by that time if they want to eat breakfast.

The S'more Fun program will serve a snack daily, at no additional cost. Please inform the staff if your child has any special dietary needs. Within reason, accommodations can be made.

In the event that parents would like to celebrate a child's special day (such as a birthday), with a treat, Minnesota state law requires that only wrapped, purchased food may be sent with your child to share with others. Please do not send hard candy, such as suckers or jawbreakers.

### **PERSONAL BELONGINGS**

S'more Fun is not responsible for lost or stolen items. Space will be provided for your child's coat and bag. Children are strongly recommended NOT to bring valuables to the program. If they do, it is at their own risk. All items and clothing should be clearly labeled, with the child's name, for easy identification.

Unless it is raining, the children will spend some time outside every day and should be properly dressed for the weather.

It is not recommended that children bring money to S'MORE FUN at any time.

### **SUNSCREEN**

Please provide one bottle of sunscreen for your child to keep at S'MORE FUN. We spend a large portion of our days playing outside, and it is important for your child to be protected. It is the responsibility of the child to apply their own sunscreen. The staff will only assist when needed. **BATTLE CREEK WILL NOT BE HELD RESPONSIBLE FOR SUNBURNS.**

### **S'MORE FUN SUPPLIES**

Parent fees are used to purchase all of the outside equipment, gym balls, games, toys, crafts, etc. If your child is disrespectful or careless with these items, the child will be responsible for replacing the lost or broken items.

### **Guidance and Discipline Policies**

S'more Fun staff will provide clear, reasonable limits for children's behavior and maintain them. Positive behaviors will be reinforced and negative behaviors identified and redirected. Children will be helped to recognize and identify their feelings as valid and acceptable. Staff members will intercede if a child's behavior is harmful to him/herself or others.

Every effort will be made to communicate and solve individual behavior situations, however, S'more Fun reserves the right to ask any child to leave the program for his/her own betterment or the welfare of the group. The following are steps that will be taken as a result of negative behavior:

1. S'more Fun staff will discuss the behavior with the child, reiterate rules, and problem solve how the child can be more responsible. The child may have to take a time out in order to accomplish these items.

2. Informal talk with parents, possibly including the child. Parent communication forms are included as informal talks.

3. If the child's behavior does not improve, or if the incident was great (i.e. physically harming another child, etc.), the parent will be asked to come in for a conference. A suspension may be required.

4. The child is terminated from the S'more Fun program when all of the above steps have not been successful.

### **RECEIPTS AND TAX STATEMENTS**

Battle Creek will provide a receipt for all payments received. It is the responsibility of the parent to keep track of these receipts for their records. Battle Creek WILL NOT provide second copies of receipts, or produce printouts of monies collected. No tax statements will be issued.

### **REGISTRATION**

**ALL** of the following forms must be completely filled out and turned in before your child is permitted to register for the Battle Creek S'MORE FUN Program. Incomplete forms will not be accepted.

Revised: February 2008